

# **Michigan Career and Technical Institute**

## **Family Guide**

**Michigan Department of Human Services**

**MRS** *PROMOTING  
ABILITIES*  
**Michigan Rehabilitation Services**



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Parents and Families,

It is a pleasure for me to welcome you to Michigan Career and Technical Institute. The transition to MCTI life has its many challenges. This Family Guide contains information that will help answer questions that you may have during your student's transition to MCTI.

MCTI is one of eight public vocational rehabilitation residential training facilities in the U.S. MCTI has a long history of being one of the most progressive of these centers, with extraordinary training and job placement success. We are proud that MCTI is part of the larger public vocational rehabilitation program in Michigan, Michigan Rehabilitation Services (MRS). Staff is committed to providing an excellent learning environment that engages students in their education and strives to empower them to make decisions and choices leading to rehabilitation success.

I'm sure this is a very exciting time for you and your student and I wish all great success at MCTI.

Sincerely,

Lou Adams, Acting Director  
Michigan Rehabilitation Services

Parents and Families,

I am happy to welcome you to MCTI. I believe your student is enrolling at one of the finest schools for training and rehabilitation in the country. It is my hope that when students have finished training, they will find employment in their community and that they will have benefited from the vocational training and supportive services received at MCTI.

At MCTI, I think our classrooms are more than a place to learn; they are a place to develop skills that will enable your student to become a productive employee on the job and a contributing citizen within his or her community. Our dormitory is an integral part of the overall program, much more than merely a place to eat and sleep. Programs and activities are planned and carried out for the purpose of assisting students to live independently and to co-exist comfortably with others. Throughout the various components at MCTI, we strive to provide an environment that will foster individual student achievement at the highest level possible.

My hope is that this Family Guide will help in answering questions that you may have regarding the next phase of their lives. MCTI looks forward to our shared interest in the education of your sons and daughters, our students, as they develop into citizens of the future. Please feel free to call upon staff members or me for assistance.

Sincerely,

Paul Mulka, Director  
Michigan Career and Technical Institute

## GENERAL INFORMATION

A separate entity from the traditional community college or technical school, Michigan Career & Technical Institute (MCTI) has provided training for adults with disabilities in Michigan since 1944. MCTI offers a unique blend of caring support services and state-of-the-art training for business and industry today. MCTI operates under the auspices of the Michigan Department of Human Services, Michigan Rehabilitation Services.

The campus—located on the shores of Pine Lake in southwestern Barry County—is fully accessible. For eligible adults who have a physical or mental disability, tuition and room and board in the dormitory are free. A career assessment service is available to help students explore career options. A full spectrum of health, psychological, and social work services is also provided. All classrooms, dormitory rooms, cafeteria, library and leisure services are located in one building for easy accessibility out of the weather. At a reasonable cost, a two- and three-bedroom housing complex and day care center are available adjacent to campus for students with families.

### NOTICE OF NON-DISCRIMINATION

The Michigan Department of Human Services is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities, as required by law.

### MCTI WEBSITE

[www.michigan.gov/mcti](http://www.michigan.gov/mcti)

### MCTI FACULTY AND STAFF CREDENTIALS

All faculty and staff at the Michigan Career and Technical Institute possess the credentials as required by the state of Michigan, Michigan Department of Civil Service. Staff are trained in blood-borne pathogens, fire suppression and right to know. The majority of staff is certified in first aid, CPR and in the use of automated external defibrillators (AED).

### CONFLICT OF INTEREST

All MCTI employees are expected to maintain a relationship free from conflict of interest. Examples of relationships that could lead to a conflict of interest include, but are not limited to:

- Socializing during non-work hours with a person served by the agency.
- Serving as a guardian, conservator or other type of legal representative of a person served in an MCTI program.
- Being related to a person (i.e., brother, niece, cousin) served in an MCTI program.

### Important Phone Numbers:

- Main Switchboard .....269-664-4461
- Main Switchboard - Toll Free .....877-901-7360
- Main Switchboard - TTY .....269-664-9294
- Admissions Office .....269-664-9223
- Financial Aid Office .....269-664-9543
- Director of Career Readiness Center .....269-664-9215
- Director of Career and Technical Education .....269-664-9220
- Director of Student Services .....269-664-9260
- Fire and Safety .....269-664-9560
- Health Services .....269-664-9207
- Dormitory Office .....269-664-9202

## PARENT AND FAMILY INFORMATION

### COMMON ADJUSTMENTS

As you already know, MCTI dormitory life and academic classes will present many new challenges to your son/daughter. Students will make some big adjustments in growing to meet these challenges. Although each individual's concerns vary, the most common adjustments and concerns faced by MCTI students during their first term include those on the following list:

- ❖ Making it Academically.
- ❖ Peer Group Acceptance.
- ❖ Concern About Roommate.
- ❖ Learning About the MCTI Campus.
- ❖ Parental Pressure.
- ❖ Homesickness.
- ❖ Culture Shock.
- ❖ The Dating Game.
- ❖ Status/Popularity.
- ❖ Alcohol/Drugs.
- ❖ Sharing a Room.
- ❖ Clear Focus/Direction.
- ❖ Separation from Friends.
- ❖ Getting a Job.
- ❖ Fear of Failure.

### CELEBRATIONS AND CHALLENGES

One thing to remember about your son/daughter is that you have helped him or her make decisions for the past 18 or so years; you have served as the role model; and you have done a good job. Now, it is your time to trust that you did a good job and turn your role into that of a coach. While at MCTI, your children will experiment with their values, develop and redevelop dreams, change their career goals and maybe even their hair color! Students face many challenges that they are up to tackling! As a parent, there are several recommendations that we can make to help you support your son/daughter.

- ❖ **Understand your student's changes and uncertainties.** As students explore, they may have some questions. Try to be patient and listen to concerns.
- ❖ **Trust that you taught your student to make decisions well.** You have given your student a strong set of values and decision-making skills; trust him/her to use them correctly.
- ❖ **Try not to do anything for your student that he/she can do alone.** As hard as it will be, help your student to help himself/herself. When problems arise, empower your student to figure out and implement the solution.
- ❖ **Sharpen your listening and clarification skills, and know when to use them.** Sometimes your student may just want to vent. Learn to figure out when he/she is looking for advice and when he/she just needs a kind ear.
- ❖ **Understand your student's strengths and weaknesses.** As much as you hate to admit it, your student is not perfect. Help him/her to learn what his/her strengths and weaknesses are and when to capitalize on his/her best assets.

## PARENT AND FAMILY INFORMATION (Cont'd)

- ❖ **Enable your student to be whatever he/she wants to (and can) be.** You may have certain goals for your student, but try hard to let him/her discover his/her own dreams. Your student will probably pursue goals with a lot more vigor if he/she is responsible for creating them.
- ❖ **Let go.** By letting go, it does not mean that you should not be involved in your student's life. We simply mean that it is your student's turn to make decisions and that he/she is capable of making positive ones.

### COMMUNICATION WITH PARENTS

All students must sign a release for MCTI staff to speak with anyone **except** their MRS home counselor about their program and/or academic progress. This means that if your student hasn't given us permission to give information to you, we can't. MCTI has the right to release information to the MRS home counselor without a signed release. Students will be asked to sign a release of information during their orientation but they also have the right not to sign at that time. A release can be signed at any time during their enrollment at MCTI. Students may also choose to revoke a signed release at any time.

### ENROLLMENT VERIFICATION FOR INSURANCE

The Admissions Office provides an enrollment verification letter, which indicates that your student is enrolled full-time (12 credits) at MCTI. You or your student can request an enrollment letter by contacting the Admissions Office (269-664-9587). The Admissions Office will return the letter to you or your student, or will mail/fax it directly to your insurance company.

### SCHOOL TERMS

There are four terms in the school year running from September through July. These are generally as follows:

- **Fall Term:** September to mid-November.
- **Winter Term:** End of November to mid-February. (During this term there is Christmas vacation as well as some three-day weekends for state holidays.)
- **Spring Term:** Mid-February through the end of April. (There is one week of spring break during this term.)
- **Summer Term:** First of May through approximately mid-July.

### MCTI School Calendar and Dorm Closure Dates

You can locate the MCTI school calendar and the dorm closure dates on our website at [www.michigan.gov/mcti](http://www.michigan.gov/mcti)

### TERM BREAKS - CLOSINGS

The dorm will be closed between terms, at Thanksgiving, Christmas, spring break, and after the summer term. Students need to familiarize themselves with these dates and be prepared to leave campus at these times. Break periods are noted on the school calendar and in the student planner. Generally, before a break period classes end at 3:30 pm and students do not have to be out of the dorm until 4:30 pm the next day.

### TERM BREAKS - TRANSPORTATION

Transportation to the bus and train stations will be after 3:30 pm on the last full day of class and then on the next day. We do not provide transportation to the bus and train stations before 3:30 pm on the last full day of class. If students choose to leave before 3:30 pm, they will have to find their own ride to the bus and train stations.

## CAMPUS LIFE

### MCTI MAILING ADDRESS FOR LETTERS AND PACKAGES

We encourage you to send letters and packages to students while they are at MCTI. They very much enjoy hearing from home. You can send mail to the following address:

***Student Name***

Michigan Career and Technical Institute  
11611 W. Pine Lake Road  
Plainwell, MI 49080

### DIRECTIONS TO MCTI

Directions to MCTI can be found on the MCTI website: [www.michigan.gov/mcti](http://www.michigan.gov/mcti).

### DRUG AND ALCOHOL FREE ZONE

No alcohol or illegal drugs are allowed on campus. This includes empty alcohol containers and any type of drug paraphernalia.

### ATM MACHINE

An ATM machine is available for student use in the canteen area. There is a fee charged for using this machine, however, a portion of the fee is returned to the student groups for their use.

### DORMITORY

#### **Room Assignments and Room Changes**

Enrolling students are assigned to rooms by the residential staff. Residential staff will take into consideration disability, sex, and age when assigning rooms. For safety reasons, all students with hearing impairments will be assigned a room designated as accessible. Also, all students with mobility issues will be assigned to a first floor room. Couples (heterosexual, gay, lesbian) are not allowed to be roommates or suitemates.

#### **Personal Belongings**

It is the responsibility of the students to remove their personal belongings when they leave MCTI.

If personal items cannot be removed due to emergency departure from MCTI, it is the responsibility of the student to box personal items and turn in these items to the residential staff for storage. Boxed items must have the student's name and date of departure. The residential staff will then place items in the designated storage area. Personal belongings will be stored for no more than three weeks. Items left in storage longer than three weeks will be discarded, as MCTI can't keep items indefinitely due to lack of storage.

A student's failure to turn personal items into the residential staff for storage will place all responsibility for personal items upon the student. Residential staff will make a reasonable effort to make sure that the items left will be safe, although there is no guarantee when a student does not turn in his/her items to the residential staff.

#### **Room Inspections**

Floor officers and residential staff will be inspecting all dormitory rooms on a weekly basis. During this inspection, the team will be looking for:

- Cleanliness of room.
- Damage of room fixtures and walls.



## CAMPUS LIFE (Cont'd)

### Room Keys

All resident students are issued a room key on the day they are assigned a dorm room. When the student leaves MCTI, the dorm room key must be returned.

### Room Visitations

Students must sign in their off-campus guests at the Dorm Office and receive a guest pass. Guests must purchase meal tickets at the Dormitory Office if they would like to eat a meal in the cafeteria.

There is no curfew for MCTI students in the dormitory; however, we do have room visitation hours which apply to all MCTI students and their guests. There is no overnight visitation for guests of MCTI students. Students are allowed to visit on dorm floors other than their own only during the below-listed hours.

#### Visitation Hours:

Monday - Thursday	8:30 a.m. to 11:00 p.m. for MCTI students 3:30 p.m. to 11:00 p.m. for non-students
Friday	8:30 a.m. to 1:00 a.m. (Saturday) for MCTI students 2:30 p.m. to 1:00 a.m. for non-students
Saturday	10:00 a.m. to 1:00 a.m. (Sunday)
Sunday	10:00 a.m. to 11:00 p.m.

Holiday: Same as Saturday and Sunday.

### QUIET HOURS

Quiet hours for all MCTI residence halls are from 10:00 p.m. to 9:00 a.m. Sunday through Thursday. On Friday and Saturday nights, quiet hours are from midnight to 8:00 a.m. Quiet hours on some halls may begin before these times. These halls will post notices at the end of their halls.

### EAGLE SHACK

The Eagle Shack is the school store managed by MCTI's Retail Marketing Department, where students can purchase snacks, personal items and school attire. The store is open after class and on weekends for the students' convenience.

### EVENING SUPERVISION

It is the goal of MCTI to provide a safe and secure environment for all students. However, you should be aware that we do have limited evening supervision, which requires students to be able to live independently.

### FIRE & SAFETY

Safety and security is a very important priority of the MCTI community. Fire and Safety Department coverage is 24-hours seven days a week, including all holidays. This department oversees and completes all safety inspections and monitors compliance with all MIOSHA standards. The Fire and Safety Department has the responsibility to monitor, investigate and track all unusual incident reports. The department interacts with local law enforcement agencies regarding any criminal activity identified on campus.

### FOOD SERVICE

Meals are served in the cafeteria seven days a week when school is in session.

- The cost of meals is included with the students room and board.
- Students are provided with breakfast, lunch and dinner during the week and brunch and dinner on the weekends.

## CAMPUS LIFE (Cont'd)

- A wide variety of food is served, with an unlimited salad, soup, beverage, and dessert bar.
- Students may request special diets and/or “Heart Smart” meals.
- Visitors may purchase meal tickets at the dormitory office; the cost for lunch or dinner is \$3.

Visiting hours do not start until after the completion of breakfast; therefore, guests will not be allowed to purchase meal tickets for breakfast. Commuters and Pine Lake Family Housing residents may eat lunch in the cafeteria during the week for free. If commuters and the Pine Lake Family Housing residents want dinner they must buy a meal ticket. This also includes dependents.

Weekday meals are as follows (also check hours posted by the entrance):

- Breakfast 7:00 - 7:45 a.m.
- Lunch 11:30 a.m. - 12:30 p.m.
- Dinner 5:00 - 5:40 p.m.

Weekends and holiday meal schedule:

- Brunch 10:15-11:00 a.m.
- Dinner 4:00-4:45 p.m.

### HEALTH SERVICES

The MCTI Health Services Department offers a variety of services to enhance students' ability to successfully complete their training program. The following professional staff is available by appointment: registered nurse, nurse practitioner, social worker, occupational therapist, and substance abuse therapist. MCTI also has a service agreement with a local physician for student appointments. The student's MCTI rehabilitation counselor can assist in accessing these services.

### INTERNET SERVICE

Internet service is available through the Barry County Telephone Company at a cost to the student. Information is available in the dorm office. Students can also obtain a password to use the computer lab in the library or their classroom; however, there are restrictions on this usage and students must sign an acceptable use policy before logging in.

### LAUNDRY FACILITIES

There are laundry facilities on campus for student use. The laundry room is open from 5:00 a.m. to 11:00 p.m. These facilities are located at the east end of the canteen. The cost is \$1 for the washer and \$1 for the dryer. When students arrive at MCTI, they should purchase a laundry card from the machine in the canteen area for \$3. This card acts like a debit card in the washers and dryers. The machine accepts \$5, \$10, or \$20 bills. Students can load more money on their card from the card machine in the canteen area. Students are encouraged to turn their laundry card in when they leave.

### LEISURE SERVICES

The MCTI facility includes a beautiful leisure complex; we encourage students to bring a swimming suit, tennis shoes, gym clothes, towels, etc. in order to take full advantage of the facility. Student activities and programs are coordinated by the Leisure Services Department. The wide variety of activities helps students plan their after-school hours in a fun, rewarding and productive manner. Indoor and outdoor activities include: archery, basketball, bowling, canoeing, ceramics, golfing, hiking, softball, skiing, fitness training, leather crafts, photography, swimming, and volleyball. Intramural leagues are formed for basketball, volleyball, softball, golf, archery, and bowling. Teams are usually formed from trade training areas or dormitory floors.

## **CAMPUS LIFE** (Cont'd)

Off-campus activities are also available. The Leisure Services staff takes students to a wide variety of community events, including local festivals, parades, hockey games, basketball games, football games, and cultural activities. Students are also given the opportunity to participate in beach trips, bike trips, skiing activities, and trips to malls and movies. MCTI currently has multi-passenger vans as well as a wheelchair accessible van to provide transportation.

### **MCTI OMBUDSPERSON**

The MCTI ombudsperson is available to assist students to resolve outstanding issues or concerns by providing direction and support. All MCTI ombudsperson's services are confidential.

### **STUDENT EMPLOYMENT**

If students are interested in working on campus while attending MCTI, they should see their MCTI rehabilitation counselor, who will provide them with a student job application. The following areas at MCTI use student employees:

- Kitchen.
- Housekeeping.
- Dormitory.
- Leisure Services.
- Health Services.
- Library.
- Training Area Lab Attendants.

Generally speaking, first term students are not allowed to work on campus. Some student jobs may require a check on the student's driver's license or require a criminal background check.

### **STUDENT IDENTIFICATION**

All students are required to wear ID badges while on the MCTI campus. This ID must be visible at all times. Students must also wear their ID badges in the evening and on the weekend if they are in public areas of the school. If students lose their ID, they need to report it immediately to the Dorm Office. There is a \$5 charge for a new ID. Student IDs are the property of MCTI and must be turned in when students leave school.

### **VEHICLES ON CAMPUS**

Any student may have a vehicle on campus, but it must be registered with Fire and Safety during registration. Unregistered vehicles will be ticketed. Vehicles must have Public Liability and Property Damage insurance and the title must be in the name of the student or member of his/her immediate family. Vehicle registration is required when registering at MCTI. Be advised, most students don't have vehicles so your student may have other students asking for rides.

If your student does not have a vehicle on campus, we advise him or her not to get into other students' vehicles until he or she knows the student well. If students do ride somewhere with other students and do not feel comfortable being in the vehicle with them, we ask that they get out of the vehicle and contact the dorm office.

### **VISITORS ON CAMPUS**

Students who have guests on campus must register their guests at one of the following locations: Dormitory Office or the Receptionist Desk. All guests must wear an ID and remain with the student who registered them. Guests should also sign out when they leave. Non-student visitors must be 18 years old and have a picture ID (driver's license or state ID) or be with a parent who remains on campus.

There are no overnight accommodations for spouses, family or guests on campus. MCTI does not allow any motor homes, camping trailers, buses or other recreational vehicles to be parked on campus. If visitors would like to stay overnight in the area, there is a Comfort Inn located in Plainwell.

## FINANCIAL INFORMATION

### FINANCIAL INFORMATION

The student, State of Michigan and the Federal Vocational Rehabilitation Program all share educational costs for attendance at MCTI. Students who are eligible for services through Michigan Rehabilitation Services will have tuition plus room and board expenses covered. All non-MRS students applying for services may be eligible for financial aid.

### FINANCIAL AID

Michigan Career and Technical Institute participates in the federal Pell Grant and federal Supplemental Educational Opportunity Grant programs. Parents and/or students are responsible for completing the FAFSA. The FAFSA may be filled out online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). **Instructions for accessing this information will be sent in the invitation packet.**

MCTI's Federal School code number is 026184. Financial aid recipients must maintain satisfactory academic progress to be eligible for subsequent terms of aid. Non-compliance will affect eligibility. The financial aid records are housed in the Financial Aid office's secured files. For details, contact the Financial Aid office at 269-664-9543.

### FINANCIAL AID VERIFICATION

If the student's financial aid record requires verification, the student will be required to provide all documents including proper tax returns, etc., within 30 days. If the student is considered to be a dependent, the student's parent's documentation is also required. Failure to comply may result in the student not being able to re-enroll.

### BOOKS AND SUPPLIES

Michigan Career and Technical Institute provides most books and supplies. Some training programs require uniforms. Depending upon the situation, uniform fees may be required by the student. Any other costs are kept to a minimum.

### NON-PAYMENT OF FINANCIAL OBLIGATIONS

Failure to pay fines on a timely basis will result in withholding grades, transcripts and/or graduation certificates and may prevent the student from re-enrolling at the beginning of the next term.

## KEY POLICIES AND PROCEDURES

The following are important policies and procedures all MCTI students are made aware of during their orientation process.

### POLICIES

#### DRESS CODE

When in a public place, students must be fully clothed in street clothes. The following items are not appropriate any time indoors at MCTI:

- Trench coats.
- Winter or heavy coats worn through the halls (when not going outdoors).
- Hooded sweatshirts with the hood up or pulled tight around the face.

## KEY POLICIES AND PROCEDURES (Cont'd)

- Sunglasses (unless medically necessary).
- Hats with the bill turned to the side.

During scheduled class hours, students are expected to dress in trade/business appropriate attire. This means the following are not acceptable during scheduled class hours:

- Sagging trousers and sagging shorts.
- Any article of clothing advertising illegal substances or alcohol.
- Any article of clothing containing suggestive or offensive language.
- Midriff tops, halter tops and short shorts.

During non-class hours, students are asked to dress in a manner that is not offensive to others. In public places students must be fully clothed. Bathing suits are not appropriate outside of the pool or beach area and should be appropriately covered. Sleepwear is also not appropriate attire in public areas. Appropriate footwear should be worn while on campus.

Students who report to class dressed inappropriately will be asked to return to their room to change clothes. The time used will be deducted from their available time.

Students are also expected to practice good hygiene. Students should bathe/shower regularly and make sure that their hair is clean and groomed.

### **DRUGS, ALCOHOL ON CAMPUS, SUBSTANCE ABUSE, AND DRUG TESTING**

It is MCTI's policy to have a campus free of illegal drugs and alcohol. The MCTI campus is defined as the entire 75 acres comprising the school buildings, grounds, boats, vehicles, family housing, and driveway leading to the school. Possession of any illegal substance, alcohol, alcohol bottles (whether empty or full), drunkenness on MCTI campus or school-sponsored off-campus activity, or any drug paraphernalia will constitute an infraction of this policy.

Disciplinary action will be started as soon as possible and will result in suspension or termination from MCTI. Referral for legal prosecution will occur in cases where either a minor has been involved or federal, state or local laws have been broken.

MCTI staff has the right to have any student tested for drugs during the MCTI school day if they observe inappropriate behaviors. Two MCTI staff must complete an MCTI Observed Rationale for Drug Screening Form to screen a student during the school day.

Alcohol and illegal drugs removed from a dormitory room will be held in a locked cabinet until a student completes any type of appeal process. Alcohol will then be dumped and bottles thrown away; drugs will be turned over to local law enforcement officials for proper disposal.

### **INAPPROPRIATE BEHAVIOR**

Obscene language will not be tolerated. Violators will be referred to Student Court for repeat offenses.

Student public display of offensive behavior, kissing, fondling, and inappropriate intimate behavior is prohibited. Student behavior should reflect what is acceptable in the workplace. The student's dorm room is considered a public area when the door is open.

## KEY POLICIES AND PROCEDURES (Cont'd)

### PHYSICAL CONFLICTS (FIGHTING/HORSEPLAY)

It is MCTI's policy that violence, intimidation, harassment, or threats of violence will not be tolerated. It is administration's belief that students should work out their problems, enlisting staff members' help when needed. Generally speaking, when there is a fight or intimidation of some nature, both parties involved will be either suspended or terminated. Students who intimidate or harass may be subject to other disciplinary action as well. Horseplay is not allowed.

### RIGHT TO REFUSE ADMISSION

MCTI is a drug-free school environment and workplace. MCTI maintains the right to refuse to admit any student who appears to be under the influence of drugs or alcohol during the admission/registration process. Students may be asked to submit to a drug screen or Breathalyzer test to determine their eligibility for enrollment under this policy.

### ROOM SEARCH

MCTI reserves the right for staff, named by the director or his designate, to enter and search a student's room and/or person when there is a suspicion of items contrary to regulations, such as knives, stolen property, alcohol, or illegal drugs. Two staff members will conduct searches. The student will be present whenever possible for all searches, except for possession of a weapon.

### SUSPENSION OF STUDENTS AND REMOVAL OF NON-STUDENTS FOR DISRUPTIVE BEHAVIORS

Should a student, guest or visitor display disruptive behavior, verbal threats, act in a threatening manner, or act in any manner that warrants concern for the safety and well-being of students and/ or staff, the following guidelines will be enacted:

- After exhausting all usual control methods, the supervisor will direct the individual to leave campus. (Student will remain off campus for a three-day period. During this time the student may contact his or her home counselor and MCTI rehabilitation counselor for information on a return date or appeal hearing information.)
- If the individual remains uncooperative and refuses to leave campus, the police will be called. Refusal by the individual to leave at the request of the police may result in the arrest of the offending individual.
- If a student appeals to re-enter MCTI, the MCTI rehabilitation counselor and the MCTI director, along with the Student Services supervisor, will meet with the student to determine the feasibility of re-enrollment.

### WEAPONS, EXPLOSIVES, FLAMMABLES

The following are not permitted in the dormitory rooms or anywhere on campus:

Weapons: Guns, walking sticks, chains, pocket knives with blades over 1 inch long, boards or sticks or anything that could be used as a club, ice picks, laser pens, steel tip darts, ball bats,\* archery equipment\* or any martial arts weapons.\*

Explosives: Pressurized tanks, fireworks, smoke bombs, firearms ammunition, or any other type of explosives.

Flammables: Gasoline, bottled gas, candles, incense, oil, or any other flammable liquid.

\*May be stored in the Leisure Services building.

Students may reclaim any "legal" item that was removed from the dormitory room to transport home. (A staff member will remove unauthorized items if the resident does not remove items from the dormitory room immediately.)

# STUDENT RIGHTS AND RESPONSIBILITIES

## MCTI Ombudsperson

The MCTI ombudsperson is available to assist students to resolve outstanding issues or concerns by providing direction and support. All MCTI ombudsperson's services are confidential.

### How MCTI's ombudsperson can help you

- As a **Listener**, the ombudsperson can help you sort out complicated situations, make issues clear and assist you in developing a plan for handling problems.
- As a **Guide**, the ombudsperson can help you turn problem-solving ideas into action by discussing or role-playing challenging situations.
- As an **Information Resource**, the ombudsperson can connect you to the services, people or materials you need (such as information about and how to contact the Client Assistance Program-CAP).
- As a **Mediator**, the ombudsperson can, with your permission, act as a go-between to assist you with difficult situations involving other people.
- As a **Staff Representative**, the ombudsperson can inform the school administration about school and student issues that may require changes in school policies, practices or procedures.

How to Contact the Ombudsperson:

You may call our ombudsperson directly at:

- James Walker at (269) 664-5495 or Ext. 495

You can leave a written message in the ombudsperson's mailbox/drop-box located in the canteen area.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area. Any person suspecting a discriminatory practice should contact: Michigan Career and Technical Institute (MCTI) Director, 11611 West Pine Lake Rd, Plainwell, MI 49080. 1(877)901-7360 (Toll Free) 1(269)664-9294(TTY).